

PROCEDURAL MANUAL

ELECTION DAY REGISTRATION

Election clerks will perform the critical activity of registering voters at the polls.
If a voter has not registered prior to Election Day, he or she may do so at the polling place.

Registration Card To Be Completed At The Polls

Idaho Voter Registration Form

1 Last Name <i>(Print clearly in black ink.)</i> First Name Middle Name	2 Enter Idaho Driver's License # <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> If no Idaho Drivers License, enter last 4 digits of Social Security # <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> I have not been issued an Idaho DL number or SSN. <input type="checkbox"/>
WARNING: Any elector who supplies any information knowing it to be false is guilty of perjury which is punishable by imprisonment and a fine of up to \$50,000.	
3 Are you a citizen of the United States of America? Yes <input type="checkbox"/> No <input type="checkbox"/> If you checked 'No' for either question, do not complete this form. Will you be at least 18 years of age on election day? Yes <input type="checkbox"/> No <input type="checkbox"/>	
5 Residence Address (Do not use PO Box or business address. If no street address, describe location of residence by cross streets, section, township, range, or other physical description.) Mailing address if different from above City County Zip Address where previously registered City State Zip	
6 <input type="checkbox"/> Check box if name change Previous Name City County State	4 Date of Birth ____ month ____ day ____ year Residence in Idaho Male <input type="checkbox"/> Yrs. ____ Months ____ Female <input type="checkbox"/> Telephone Number (Optional) _____ <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid black;"> OFFICIAL USE ONLY Precinct _____ County _____ City _____ Deputy Clerk _____ Date Received _____ </div>
Idaho felon's rights are automatically restored upon completion of all sentencing conditions including probation or parole.	
7 Do you have any legal disqualifications? Yes <input type="checkbox"/> No <input type="checkbox"/>	
8 Signature - Sign on line below. <div style="border-top: 1px solid black; height: 20px; margin: 5px 0;"></div> Date of Signature ____ month ____ day ____ year	
UNDER PENALTY OF LAW: By signing this card, I certify that I am a citizen of the United States and that I shall have been a resident of Idaho and the county for 30 days before the next election at which I vote; that I am at least 18 years of age on election day; and I declare under oath or affirmation that the information supplied herein is true.	

REGISTRATION BOARD PROCEDURES

IS THE ELECTOR IN THE PROPER PRECINCT?

Though it may seem obvious, the first step in registering people is to ***make sure that they are at the proper polling place (if applicable).*** A person can only vote in the designated polling place for the precinct where he or she resides.

Materials will be provided by the County Clerk's office to help you identify the voter's correct precinct and district assignments. This will include a precinct map along with a county street list with district assignments listed.

COMPLETING THE VOTER REGISTRATION CARD

Have all registrants carefully read the instructions on the voter registration card before completing the card. The registrant must enter either their Idaho driver's license number or Idaho identification card number issued through the Department of Transportation. When an Idaho driver's license or identification card is not available, they may enter the last 4 digits of their Social Security Number. A registrant not having been issued an Idaho driver's license, Idaho identification card or Social Security Number shall check the appropriate box on the registration card stating such.

The voter may complete the registration card by themselves or may receive assistance from an election clerk or someone of their choosing. It may save time if you hand cards to persons waiting in line to register. ***All information must be printed in black ink. Be sure the voter completes and signs the card!*** A person unable to write his or her name may make an X or other identifying mark, in which case the Registration Clerk also prints the name.

By signing the voter registration card, a registrant is affirming that he or she:

- is at least 18 years old on Election Day;
- is a citizen of the United States;
- resides at the address shown under Residence Address;
- has resided in Idaho and in the County for 30 days preceding any election; and
 - Federal, State or County Election - 30 days within the State and County
 - City Election - 30 days within the City
 - Taxing District Election - 30 days within the Taxing District
- is not under any legal disqualification to vote.

NOTE: An individual who was convicted of a felony has their voting right in Idaho automatically restored upon completion of their sentence including probation and parole.

GIVING FALSE INFORMATION

The registrant should be aware that anyone giving false information to become registered to vote is guilty of perjury. Perjury is punishable by imprisonment in the state prison for not less than 1 or more than 14 years. In addition, the court may impose a fine of up to \$50,000.

PROVIDING PROOF OF RESIDENCE

After registrants complete the voter registration card, ***they must provide proof of residence.*** All documents used in providing proof of residence ***must be accompanied with a picture identification card.***

An individual may prove residence for purpose of registering by:

- (1) Showing a driver's license or Idaho identification card issued through the Department of Transportation;

To be acceptable, the driver's license or identification card must be issued through the Idaho Department of Transportation and list the elector's current residence address in the precinct;

or,

- (2) Showing any document which contains a valid address in the precinct together with a picture identification card;

If the driver's license or identification card is from another state or if the address on the elector's Idaho driver's license or Idaho identification card is not current, the photo works as the picture identification but the address will need to be supplemented by another document. Acceptable documents are a utility bill, bank deposit slip, credit card statement, auto registration, rental agreement, or any document with the elector's name and current residence address printed on it.

In place of a driver's license or identification card, a membership identification card with a photo issued by a business or organization, or any other card with the electors's photo and name printed on it may be used for the photo requirement to register.

or,

- (3) Showing a current valid student identification card from a post-secondary educational institution in Idaho accompanied with a current student fee statement that contains the student's valid address in the precinct together with a picture identification card.

Once proof of residence and picture identification have been provided, the Registration Clerk must stamp the registration card with the official “residence verified” stamp. Place stamp in the blank space in the center of the bottom of the front of the card. Do not cover any information on the card with the stamp.

COMPLETE THE CARD

Verify that all of the information has been completed by the elector. Especially check the following fields, these fields tend to be missed by the elector:

- #2: Idaho Driver’s License or Identification Card or last 4 digits of their SSN
- #4: Date of Birth
- #7: Any Legal Disqualifications Question
- #8: Signature

In the **FOR OFFICIAL USE ONLY BOX**, sign your name or initials on the Deputy Clerk line and the date on the Date Received line. If instructed by your County Clerk, fill in the Precinct name or number, the County Name and City Name.

RETURN THE COMPLETED CARD TO THE ELECTOR

Give the completed card to the elector and direct the elector to the Poll Book Clerk.

PERSONAL IDENTIFICATION AFFIDAVIT

Every elector must provide one of the acceptable forms of identification prior to voting. The acceptable forms are:

- An Idaho driver’s license or identification card.
- A U.S. passport or Federal photo identification card.
- A tribal photo identification card.
- A current student photo ID, issued by an Idaho high school or post secondary educational institution.

NOTE: An ID listed above is acceptable if the photo matches the person and the name on the ID matches the name listed in the poll book. Common abbreviations and nicknames are acceptable. However, a name change requires the voter to re-register.

If the elector does not have one of the above forms of identification, give the elector a Personal Identification Affidavit to complete prior to appearing before the Poll Book Clerk. The Personal Identification Affidavit must be completed by any voter who is unable to provide any of the above acceptable forms of identification. Allowing the voter to complete the Personal Identification Affidavit prior to appearing before the Poll Book Clerk will save the elector time.

ELECTION RECORD POLL BOOK CLERK

Check the registration card for verification stamp. Do not enter a new registrant’s name to the Poll Book if there is not a verification stamp on the registration card. Also verify that the voter has completed all required fields on the registration card. Especially check the following fields, these fields tend to be missed by the elector:

- #2: Idaho Driver’s License or Identification Card or last 4 digits of their SSN
- #4: Date of Birth
- #7: Any Legal Disqualifications Question
- #8: Signature

Add newly registered voter and their address to the Poll Book on one of the blank pages provided for this purpose. The Poll Book Clerk shall then make the notation “Election Day Registration” in the remarks column. All voters must sign the Poll Book on the line next to his or her name before he or she may vote.